



# Using VPK Online

Voluntary Prekindergarten Education Program ( VPK) is a free prekindergarten program for 4 and 5-year-olds who reside in Florida. Participating children must be 4 years old on or before September 1. Parents can enroll their child in VPK education program that year or wait until the following year when their child is 5. To apply, please visit [www.vpkhelp.org](http://www.vpkhelp.org).

## DOCUMENTS NEEDED

### 1. Documentation needed to determine a child's age

Parents/Guardians must upload a copy of **one** of the following documents to verify their child's age.

- Child's official birth certificate; or
- A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or
- An insurance policy on the child's life that has been in force for at least two years, which reflects the child's birth date; or
- A passport or certificate of arrival in the United States showing the birth date of the child; or
- An immunization record indicating the date of birth, signed by a public health officer or by a licensed practicing physician; or
- A valid military dependent identification card showing the date of birth.

NOTE: If none of the above information is available, please provide an affidavit of age sworn to by the parent, accompanied by a certificate of age reflecting the child's birth, signed by a public health officer or by a licensed physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct. This document must be notarized.

### 2. Proof you live in Florida

Parents/Guardians must upload a copy of **one** of the following documents to verify they live in Florida.

- Pay stub (Dated within 12 months of the date of the application); or
- Utility bill (gas, or water) cable, internet or home or cellular bill dated within 12 months of the date of the application; or
- Property tax assessment showing a homestead exemption; or
- Residential agreement signed or a receipt from rental payment dated within 12 months of the date of the submitted application; or
- Florida driver's license or Florida ID card; or
- Military orders showing Parent is a service member in the United States Armed Forces with duty assignment in Florida when child attends VPK Program.; or
- Documentation from homeless or domestic violence shelter

NOTE: If none of the above information is available, provide an affidavit sworn to or affirmed by the child's parent, accompanied by a letter from a landlord or property owner confirming that the child resides at the address in the affidavit. This document must be notarized.

*Please make sure you have these documents scanned and converted to a PDF format before you begin.*

In Monroe county please contact  
Michele Morgan at 305-296-5557 ext. 2388 [mmorgan@elcmdm.org](mailto:mmorgan@elcmdm.org).

To apply online go to [www.vpkhelp.org](http://www.vpkhelp.org)  
OR  
visit one of the local Coalition offices (please have all your  
documentation on hand).

## Monroe County Family Service Centers

### Upper Keys Service Center

Pink Plaza  
103400 Overseas Highway  
Suite 112  
Key Largo, FL 33037

**Hours of Operation:**  
Monday - Thursday  
9:00 a.m. to 5:00 p.m.  
Friday  
By appointment

### Middle Keys Service Center

Martin Luther Chapel  
325 122nd St.  
Marathon, FL 33050

**Hours of Operation:**  
Wednesday: 9:00 a.m. to 5:00 p.m.

**Call for an appointment**  
305-296-5557 x 2368

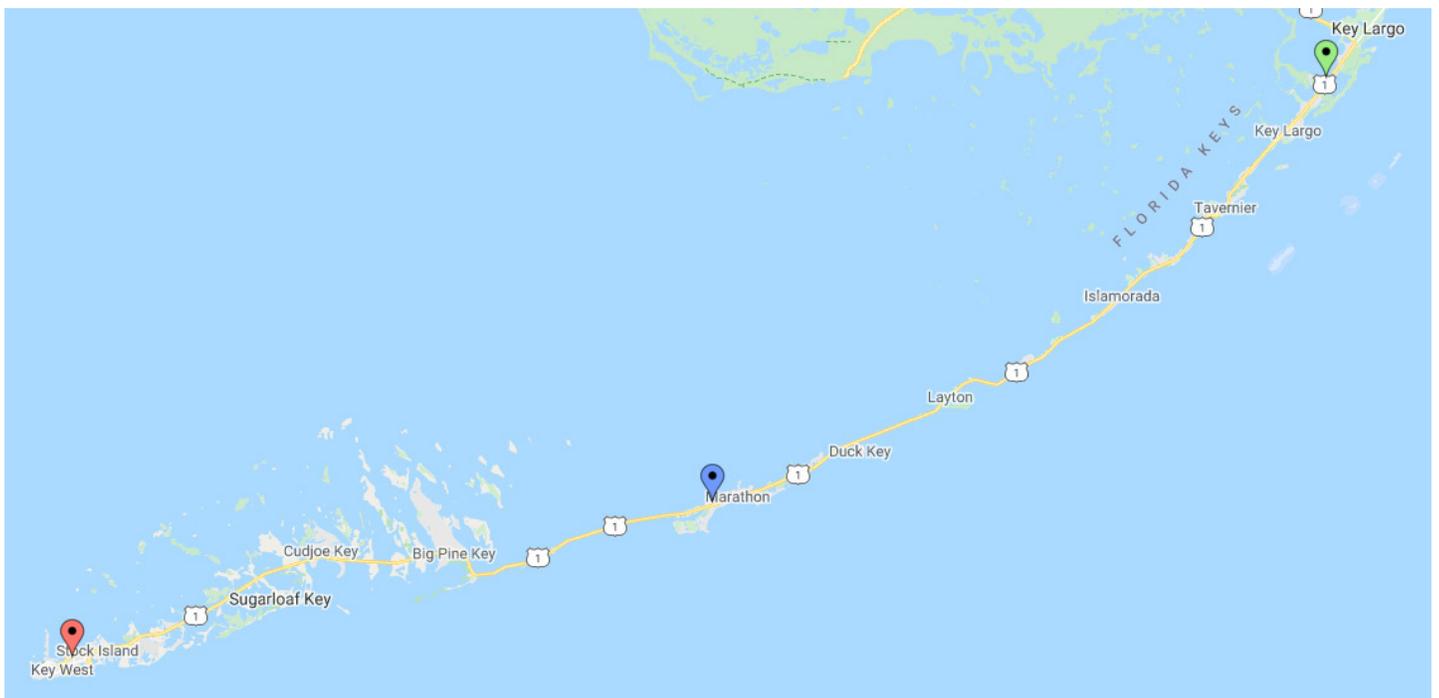
### Lower Keys Service Center

Professional Plaza  
1111 12 Street  
Suite 206  
Key West, FL 33040

**Hours of Operation:**  
Monday - Thursday  
9:00 a.m. to 5:00 p.m.  
Friday  
By appointment



To contact any of these family service centers, please call 305-296-5557.



**Early Education. Lifelong Success.**  
[www.elcmdm.org](http://www.elcmdm.org)